

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of State

2. MAJOR SUBDIVISION  
Bureau of Cultural Affairs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Louis Day

5. TEL EXT  
632-8806

LEAVE BLANK	
JOB NO <b>NC1 58 78 3</b>	
DATE RECEIVED <b>12 APR 1978</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS</b>	
Date	Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>3/31/78</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>[Signature]</u>	E. TITLE <u>Act Chief Records Management Staff</u>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<u>1.</u>	<p>Binational Foundations and Commissions - Country File</p> <p>Records relating to executive agreements with the foundations; organizations, policy procedures and minutes of meetings of the Foundation.</p> <p>PERMANENT. Retire to RSC <del>after</del> <sup>when</sup> 2 years old. Transfer to FARL when 3 years old. O&amp;S to NARS when 30 years old.</p> <p>Current Volume: <u>506u. 5t, (1973-1977)</u></p> <p>Annual Volume: <del>2 cur. ft.</del> None. (Function transferred to ICA on Apr. 1, 1978).</p> <p>File system: Records Classification Handbook</p> <p><i>Amended Affair, rec'd 17 Oct 78</i></p> <p><i>all items are "Permanent," signature by N is not necessary.</i></p>	<p><u>NC 171-141</u> <u>26m 107</u></p> <p><u>RAH(A)</u> <u>191157</u></p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>Reports File</p> <p>Includes reports of field trips made by Board Members; reports of Binational Foundations and Commissions, Foreign Service posts, cooperating agencies and evaluations thereof.</p> <p>PERMANENT. Retire to RSC <sup>when</sup> <del>after</del> 2 years old. Transfer to FARL when 3 years old. Offer to NARS when 30 years old.</p> <p>Current Volume: 4 cu. ft.</p> <p>Annual Accumulation: <del>4 cu. ft.</del> None. (Function transferred to ICA on Apr. 1, 1978)</p> <p>File System: Records Classification Handbook</p> <p><i>as all items are recommended for permanent retention, signature by N is not necessary. ABH NCO 2/20/78</i></p>	<p><i>171-141 item 109 RMH(A) 191159</i></p>	